

City of Elgin

MEMO

April 18

TO:

ALL DEPT HEADS

REGARDING:

2002/2003 BUDGET

It is again time to begin the budget process. Our expected resources will be flat.

However, we will be experiencing a substantial increase in energy costs; gas, fuel and electricity. We will also have a major increase in medical insurance, 30% above last year. Wherever possible limit your budget to last year's expenditures. Major increases in your department will be at the expense of the other departments and reserve savings.

Attached is a copy of the current budget sheet. It shows the current budget amounts, last year's budget and the actual expenditures for the two years prior to that. Also attached is the latest expense report for all invoices submitted up to April 18.

Please review your current budget. Pencil in amounts that you would like for the next year. If there are items you would like to add, write them in as needed.

I am required to submit a balanced budget to the budget committee. So be forewarned, I will take the liberty of making the budget balance, even if it reduces some of your requests.

Each department will have an opportunity to present its budget request directly to the committee, so don't despair if your budget is not presented as you requested.

Please return these as soon as possible, no later than **April 30**. The Budget committee will begin meeting on May 8, so the budget must be prepared and printed before then.

Thank you,

